Secrt. H. 27—

Home (1950) Department.

M SERIES.

G.O. No. 3770

Dated 26 8.50.

[Despatch Abstract.]

Habitual Offenders - Settlements - Inspection - Questionnaire to be used by Inspecting Officers - Revised.

GOVERNMENT OF MADRAS.
ABSTRACT.

Habitual Offenders settlements - Inspection -Questionaire to be used by Inspecting Officers - Revised.

HOME DEPARTMENT.

G.O.MS.NO.3770. Dated 26th August 1950.
Read the following:--

G.O.Ms.No.2264, P.W. and L., dated 8.8.1950.
From the Deputy Inspector-General of Police, Railways and C.I.D. Madras, No.B/14058/49, dated 21.11.1949.
Endorsement No. of the Inspector-General of Police Rc.No.2606.A/Stat1/49, dated 20.4.1952.
From the Accountant-General, Madras No.T.12. B.Misc.III 505, dated 28.7.1950.

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O R D E R:

His Excellency the Governor of Madras approved the proposal of the Deputy Inspector-General of Police, Railways and C.I.D., Madras, that a separate questionaire should be adopted for the inspection of Habitual Offenders Settlements and directs that the questionnaire annexed to these proceedings should be adopted in future by inspecting officers of Habitual Offenders Settlements.

(BY ORDER OF THE GOVERNOR)

(Sd.) x x x,
Secretary to Government.

To The Deputy Inspector-General of Police, Railways and C.I.D., Madras.4.
To The Inspector-General of Police, Madras4.
To The Accountant-General through the Finance Department.

/True Copy/

R. Nagaraja 17886
Superintendent,
Madras Record Office,
Madras.

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P.T.O. for Annexure.

Questionnaire to be answered by Officers inspecting Settlements.

1. Name of Settlement

2. Date of inspection.

3. Period of inspection.

4. Name and designation of inspecting officer.

5. When was the settlement last inspected and by whom?

6. Name of officer in charge of the Settlement during the period and whether his appointment was in accordance with Rule 28 and whether it was made on the nomination of the Inspector - General of Police - Rule 28.

7. Have the defects pointed out in the previous notes been rectified?

8. What is the total population of the Settlement?

   (1) How many are N.T.Ms?
   (2) How many are 'internees'?
   (3) How many are voluntary settlers?
   (4) How many are the rest?
   (5) Are there any prematurely released convicts interned in the Settlement.

9 Are the following registers maintained correctly as required in Rule 29?

   (1) Register of notified offenders placed in the Settlement under Sec.8 or transferred under sec.9 - Form XIX.
   (2) Extracts from Register of notified offenders - Form V.
   (3) Attendance register - Form XX
   (4) Register of leave and pass holders - Form XXI.
   (5) Register of births - Form XXII.
   (6) Register of deaths - Form XXIII.
   (7) Register of notified offenders absent without leave or out of view - Form XXIV.
   (8) Register of transfers from the settlement Form XXV.
   (9) Register of punishments - Form XXVI.
   (10) Register of inspections and visits by officers.
   (11) List of visitors to the settlers - Form XXVII.

10. Are the personal sheets of notified offenders maintained in Form V and entries made therein as required in the note under Rule 29(3).

11. Are the transfers of persons from one settlement to another covered by a proper sanction - Rule 30.

12. (1) How many notified offenders were absent from the settlement during the period and for how long? Were they granted passes according to Rule 31(1) and (2) and whether the limits of absence at any one time was within 10%?

   (2) Has there been any case of overstay or going beyond the limits mentioned in the passes and if so what action was taken under Rule 31(3)?

   (3) Are any notified offenders granted permanent passes to be absent from Settlements at specific hours (Rule 31(4)?

   (4) Are the Police promptly informed about the movements of Notified offenders (Rule 31(5). Are the instructions contained in this rule followed?

   (5) Are the instructions contained in Rule 31(6) and (7) followed regarding the grant of passes?

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13. Are the notified offenders verified periodically? - Rule 33.
14. What is the main and subsidiary occupation of the settlers and how are they provided with work? - Rule 33.

15. Have there been cases of disobedience of rules by notified offenders of their children and if so what action was taken under Rule 34?

16. Has there been any case of good conduct on the part of settlers and if so how was it rewarded - Rule 35.

17. How many notified offenders were granted passes in Form ~~XXX~~ XXIX and where do they reside? Whether there was any instance in which the D.M. had revised the D.S.P's orders - Rule 36.

18. How many notified offenders were discharged during the period under sec.9 and were the discharged in accordance with Rule 37? How many were discharged on probation and how many finally. Whether there were any cases of recommitment to a Settlement as per rule 37-5(~~i~~e)?

19. Has there been any case of leprosy among the notified offenders and what action was taken to send the person concerne to a leper asylum? - Rule 38.

20. Name and designation of officers or visitors who visited the settlement during the period and dates of their visits. ~~Is~~ Is the Manager keeping a book of record of notes of inspection? - Rule 39.

21. How many persons were admitted in the Settlement as 'voluntary' settlers during the period? How the 'voluntary' settlers conducted themselves generally and how many of them were expelled from the Settlement for breach of discipline - Rule 40.

22. What is the average daily income of a settler and his family?

23. Has there been any case of earning through unlawful means?

24. Has their general outlook improved as a result of the amenities afforded and are thereby making proper use of the amenities?

25. Were the settlers suspected in any case inside or outside the settlement? [Cash and accounts:]

26. Where are the cash and valuables lodged? Have the Manager and Accountant furnished cash securities and excuted indemnity bonds?

27. Who is in charge of cash and are they verified daily?

28. What precautions are taken for their safe custody out of office hours?

29. Is a cash book maintained properly? Verify cash balance.

30. Is the permanent advance properly accounted for? Verify blance Sheet.

31. Was money drawn from the treasury in any case long before it was actually required for disbursement?

32. Was there any delay in remittances into the treasury or in the disbursement of amounts drawn from the treasury?

33. Are the following records and registers maintained properly:

(1) Long Roll
(2) Register of valuables
(3) Permanent Advance Register
(4) Register of appropriations
(5) T.A.Check register.
(6) Register of Service Books.
(7) Register of minor punishments
(8) Stamp account.
(9) E and F Chalan books.
(10) Loan ledger.
(11) Expenditure and liability register.
(12) Pay, T.A.& C. acquittanc rolls,

13. Office copies of all bills.
14 List of temporary sanctions.

34. Are loans granted to settlers recovered promptly?
35. Are the following registers maintained properly?
(1) Hutting and building ledger
(2) Yearly abstract of works
(3) Building programme arranged in order of priority
(4) Progress report of works
(5) Checkmeasurement books and (6) List of approved contractors.
36. Are advances paid to contractors? If so, are the instructions in the M.F.C. followed?
38. Is the 'tender' system followed and agreements executed wherever necessary? [Stores and Miscellaneous.]
38. Were the works sanctioned by the competent authority and checkmeasured before payment?
39. Are separate stock books maintained in the prescribed form in respect of the following:-

(i) Stationery and forms
(ii) Furniture and other Govt. property.
(iii) Live stock
(iv) Raw materials
(v) Manufactured articles.

40. Are the following registers maintained properly?

(i) Register of condemned articles.
(ii) Cycle Register
(iii) Local purchase register.
(iv) Auction register
(v) Registers of orders received.

41. Are receipt and issue vouchers maintained properly?
42. Is the stock verified periodically and report sent?
43. Are arrangements for receiving and checking stores on arrival satisfactory and by whom are they checked as to quality?
44. Do you notice any raw material or expendible stores stocked for a long time without use or demand?
45. Are printed and serially numbered counterfoil receipts issued in respect of sales, collections etc., Made?
46. Is a record maintained to show the number of books issued?
47. Are the supplied made supported by proper acknowledgements?
48. Is a register if inter and intra departmental supplies maintained and adjustments made promptly?
49. Are articles sold on credit as if so, with proper sanction? Are recovery effected promptly?
50. Are any articles missing? If so what steps were taken to replace them or to recover their cost or to write them off with proper sanction.
51. Are muster rolls maintained in respect of wages drawn and paid? Who writes them and who is responsible for their correctness?
52. Do the inspection of the books and accounts show that the Manager has exceeded his powers in any respect?
53. Are stock books for school appliances, books, furniture, register for the school attendance, acquittances for supply of books, clothing mid-day meals to pupils etc. maintained separetly and properly? who is in charge of them and are they verified periodically by the Manager?

54. Is the Rural Library properly used by settlers?

55. General.

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